

**RETURN TO**  
RECORDS MANAGEMENT DIVISION

Chief, Management Staff

Chief, Suggestion Awards Staff

Weekly Report - Week Ending 26 September 1956

September 1956

**I. ACCOMPLISHMENTS**

**a. Interdepartmental Incentive Awards Meeting at Civil Service Commission**

Mr. [ ] represented CIA at this CSC meeting on 26 September 1956 at which Mr. Bernard Rosen, Director of the Government-wide CSC Program, reported program results for Fiscal Year 1956. The second hour was devoted to the topic "Coordination of Incentive Awards Program with Other Management Programs." Reports were given by representatives of Veterans Administration, Navy, Commerce, and Air Force demonstrating the tie-in of their Incentive Awards Programs with Work simplification, Safety, Recruitment and Committee Relations Programs.

**b. Agenda for Suggestion Awards Committee Meeting**

On 25 September, Agenda were distributed for the Suggestion Awards Committee meeting to be held 27 September in BDS Conference Room. Agenda included eight suggestions recommended for award; two special cases, and thirteen recommended for non-adoption.

**c. Flowback**

Copies of Navy's Beneficial Suggestions Digest were sent 26 September to OS, OL Supply Division, OL Transportation Division, and MgtS for review to determine whether any of these suggestions may be adopted in CIA.

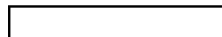
**d. Promotion and Publicity**

Movie on DuPont Suggestion Program -- On 26 September a 19-minute color movie prepared by DuPont Company entitled "Our Suggestion Program and How It Operates" was previewed for possible use in SA Program promotion. It is being viewed by CTR Management Training Staff [ ] on 27 September as a result of our request for its inclusion in future courses in Basic Management and Basic Supervision.

- (2) All-Employee Newspaper on Honor and Suggestion Awards -- Pre-distribution copies received 24 September from Printing Plant. Distribution to all employees scheduled for 28 September.
- (3) Samples of Commerce Department Poster Frames -- Two samples of Suggestion Poster Frames developed by Commerce Department were obtained 20 September and sent on 21 September to CL Graphics Unit for preparation of 15 of each for use in CIA.
- (4) Poster, "Here's the Answer to Today's Puzzle" -- Copies sent 26 September to CSC to permit ordering by other Agencies in return for our use of Navy posters obtained through GPO.
- (5) Results from Letter A to Suggestion Award Winners and Letter B to Multiple Suggestors -- To date eight suggestions have been submitted by recipients of Letter A and four from those receiving Letter B.

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## II. WORK IN PROCESS



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Attachment

MgtS/SAS:PGH:eh

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